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**SSETA- SERVICES SECTOR EDUCATION TRAINING AUTHORITY**  
**ACCREDITATION EVALUATION REPORT**

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**PROVIDER CONTACT DETAILS:**

**Registered Name of Provider: Leading Edge Business Solutions (Pty) Ltd**

**Trading Name of Provider: Same as above**

**Satellite campuses if any: N/A**

**Contact Person: Kerrin Badham**

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**E-mail: [kerrin@ledge.co.za](mailto:kerrin@ledge.co.za)**

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145 Western Services Road  
Maple Place North  
Woodmead  
2191**

**Postal Address: P.O. Box 10608  
Fourways East  
2055**

**Company registration number: 1999/028024/07**

**Date of Report: 22 April 2020**

**Provider Accreditation Number: 13977**

## Introduction

This is a report of an institutional and learning programme evaluation of **Leading Edge Business Solutions (Pty) Ltd** undertaken by the **SSETA- Services Sector Education Training Authority**.

The principal purpose of this evaluation report is to provide feedback on the extent to which **Leading Edge Business Solutions (Pty) Ltd** is effectively providing quality education and training to learners within the context of the National Qualifications Framework and against the **SSETA- Services Sector Education Training Authority** accreditation criteria.

### 1. Method & Evaluation process followed:

The accreditation process has 3 phases:

#### Step 1: Application form by Provider

The provider completed the Online Application for Accreditation form as part of the accreditation process. The application form served as a guide for **SSETA- Services Sector Education Training Authority** appointed evaluators as to what exists at the provider's site at the time of its application for accreditation.

#### Step 2: Desktop Evaluation

Evaluators appointed by **SSETA- Services Sector Education Training Authority** conducted the evaluation through desktop, which took place at **SSETA – Services Sector Education Training Authority**, as per **SSETA- Services Sector Education Training Authority** criteria.

#### Step 3: Outcome of the evaluation

The outcome of evaluation of the application for accreditation is communicated to the provider only once the evaluator's recommendations have been verified and ratified by **SSETA- Services Sector Education Training Authority** Accreditations division.

### Glossary of abbreviations used in this report:

SAQA- South African Qualifications Authority  
QCTO- Quality Council for Trades and Occupations  
SSETA- Services Sector Education Training Authority  
SETA- Sector Education Training Authority  
PA- Programme approval  
NYR- Not yet recommended  
MoU- Memorandum of Understanding  
US- Unit Standard

SO- Specific outcome  
 AC – Assessment criteria  
 CCFO's- Critical cross-field outcomes  
 EEK's- Essential embedded knowledge  
 RPL- Recognition of Prior Learning

## 2. Type of Submission:

<b>First time evaluation:</b>	
<b>Remedial Evaluation:</b>	
<b>Extension of Scope Evaluation:</b>	
<b>MOU: Programme Approval</b>	<b>16 April 2020</b>
<b>Monitoring Site Visit Remedial Evaluation</b>	

## 3. Outcome of Evaluation: Accreditation status awarded

<b>Learning Programme Title</b>	<b>Recommended for Accreditation</b>	<b>Accreditation Not Yet Recommended</b>
Further Education and Training Certificate: Generic Management SAQA I.D. 57712 LP 74630		✓
General Education and Training Certificate: Business Practice SAQA I.D. 61755	✓	
National Certificate: Labour Relations Practice SAQA I.D. 93993 LP 48641	✓	
National Diploma: Labour Relations Practice: Dispute Resolution SAQA I.D. 93994 LP 49784	✓	

This serves as a confirmation that **Leading Edge Business Solutions (Pty) Ltd** has been evaluated and based on the recommendations of the **SSETA- Services Sector Education Training Authority** evaluator, **Leading Edge Business Solutions (Pty) Ltd** has been **Recommended for Accreditation** status as a provider for the delivery of the following learning programmes:

Name of Learning programme/Skills programme	Awarded Accreditation status	NQF level	Number of Credits	Expiry Date	Component	Unit Standards / Qualification aligned to Learning programme		Qualification to which the learning program and unit standards are linked / contextualized
						US	US Title	
Further Education and Training Certificate: Generic Management	Not Yet Recommended	4	150	2023/06/30				Qualification ID: 57712 LP 74630 Qualification Title: Further Education and Training Certificate: Generic Management NQF Level: 4 Credits: 150 Registration start date: 2018/07/01 Registration end date: 2023/06/30 Last date of enrolment: 2024/06/30 Last date of achievement:2027/06/30
		NQF Level 4	12	2023/06/30	Core	242824	Apply leadership concepts in a work context	
		NQF Level 4	5	2023/06/30	Core	242815	Apply the organisation's code of conduct in a work environment	
		NQF Level 4	5	2023/06/30	Core	242816	Conduct a structured meeting	
		NQF Level 4	10	2023/06/30	Core	242822	Employ a systematic approach to achieving objectives	
		NQF Level 4	6	2023/06/30	Core	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	

		NQF Level 4	6	2023/06/30	Core	242810	Manage Expenditure against a budget	
		NQF Level 4	5	2023/06/30	Core	242829	Monitor the level of service to a range of customers	
		NQF Level 4	10	2023/06/30	Core	242819	Motivate and Build a Team	
		NQF Level 4	5	2023/06/30	Core	242811	Prioritise time and work for self and team	
		NQF Level 4	8	2023/06/30	Core	242817	Solve problems, make decisions and implement solutions	
		NQF Level 3	5	2023/06/30	Fundamental	119472	Accommodate audience and context needs in oral/signed communication	
		NQF Level 3	5	2023/06/30	Fundamental	119457	Interpret and use information from texts	
		NQF Level 3	5	2023/06/30	Fundamental	119467	Use language and communication in occupational learning programmes	
		NQF Level 3	5	2023/06/30	Fundamental	119465	Write/present/sign texts for a range of communicative contexts	

		NQF Level 4	6	2023/06/30	Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	
		NQF Level 4	5	2023/06/30	Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	
		NQF Level 4	5	2023/06/30	Fundamental	119469	Read/view, analyse and respond to a variety of texts	
		NQF Level 4	4	2023/06/30	Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	
		NQF Level 4	6	2023/06/30	Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	

		NQF Level 4	5	2023/06/30	Fundamental	12153	Use the writing process to compose texts required in the business environment	
		NQF Level 4	5	2023/06/30	Fundamental	119459	Write/present/sign for a wide range of contexts	
		NQF Level 4	5	2023/06/30	Elective	242818	Describe the relationship of junior management to other roles	
		NQF Level 4	5	2023/06/30	Elective	242813	Explain the contribution made by own area of responsibility to the overall organisational strategy	
		NQF Level 3	6	2023/06/30	Elective	242814	Identify and explain the core and support functions of an organisation	
		NQF Level 3	4	2023/06/30	Elective	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own	

							organisation and a specific workplace	
		NQF Level 3	5	2023/06/30	Elective	251960	Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge	
		NQF Level 3	4	2023/06/30	Elective	242812	Induct a member into a team	
		NQF Level 3	4	2023/06/30	Elective	242820	Maintain records for a team	

Name of Learning programme/Skills programme	Awarded Accreditation status	NQF level	Number of Credits	Expiry Date	Component	US	US Title	Qualification to which the learning program and unit standards are linked / contextualized
General Education and Training Certificate: Business Practice	Recommended for Accreditation	1	121	2023/06/30				Qualification ID: 61755 Qualification Title: General Education and Training Certificate: Business Practice NQF Level: 1 Credits: 121 Registration start date: 2018/07/01
		NQF Level 1	7	2023/06/30	Core	14444	Demonstrate an understanding of a general business plan and adapt it to a selected business idea	
		NQF Level 1	4	2023/06/30	Core	13999	Demonstrate an understanding of basic accounting practices	



		NQF Level 1	2	2023/06/30	Core	10006	Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities	Registration end date: 2023/06/30 Last date of enrolment: 2024/06/30 Last date of achievement: 2027/06/30
		NQF Level 1	4	2023/06/30	Core	9357	Develop and use keyboard skills to enter text	
		NQF Level 1	4	2023/06/30	Core	13994	Identify and discuss different types of business and their legal implications	
		NQF Level 1	3	2023/06/30	Core	10007	Identify, analyse and select business opportunities	
		NQF Level 1	8	2023/06/30	Core	243189	Manage personal finances	
		NQF Level 1	3	2023/06/30	Core	117867	Managing files in a Graphical User Interface (GUI) environment	
		NQF Level 1	3	2023/06/30	Core	116932	Operate a personal computer system	
		NQF Level 1	3	2023/06/30	Core	15091	Plan to manage one`s time	
		NQF Level 1	6	2008/02/06	Core	110082	Understand the impact of customer service on a business	
		NQF Level 1	4	2010/11/20	Core	117902	Use generic functions in a Graphical User Interface (GUI)-environment	

		NQF Level 1	5	2023/06/30	Fundamental	119373	Describe and represent objects in terms of shape, space and measurement	
		NQF Level 1	6	2023/06/30	Fundamental	119368	Describe, interpret and represent mathematical patterns, functions and algebra in different contexts	
		NQF Level 1	6	2023/06/30	Fundamental	119635	Engage in a range of speaking/signing and listening interactions for a variety of purposes	
		NQF Level 1	5	2023/06/30	Fundamental	119631	Explore and use a variety of strategies to learn	
		NQF Level 1	4	2023/06/30	Fundamental	110083	Process, analyse and communicate numerical data	
		NQF Level 1	6	2023/06/30	Fundamental	119640	Read/view and respond to a range of text types	
		NQF Level 1	4	2023/06/30	Fundamental	119362	Work with numbers; operations with numbers and relationships between numbers	
		NQF Level 1	6	2023/06/30	Fundamental	119636	Write/Sign for a variety of different purposes	
		NQF Level 1	3	2023/06/30	Elective	10009	Demonstrate the ability to start and run a business and adapt to	

						a changing business environment	
		NQF Level 1	4	2023/06/30	Elective	12537	Identify personal values and ethics in the workplace
		NQF Level 1	2	2023/06/30	Elective	116164	Demonstrate an understanding of the importance of marketing
		NQF Level 2	5	2023/06/30	Elective	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
		NQF Level 1	3	2023/06/30	Elective	116933	Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations
		NQF Level 2	2	2023/06/30	Elective	116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application
		NQF Level 2	2	2023/06/30	Elective	116945	Use electronic mail to send and receive messages

		NQF Level 2	4	2023/06/30	Elective	116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	
		NQF Level 1	4	2023/06/30	Elective	243193	Practice good health and grooming habits	
		NQF Level 1	8	2023/06/30	Elective	256154	Interpret and implement instructions	
		NQF Level 1	8	2023/06/30	Elective	256134	Engage in directed planning behaviour	
		NQF Level 1	8	2023/06/30	Elective	256155	Develop analytical perception	
		NQF Level 1	2	2023/06/30	Elective	116164	Demonstrate an understanding of the importance of marketing	
		NQF Level 2	5	2023/06/30	Elective	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	
		NQF Level 2	3	2023/06/30	Elective	117925	Describe the concepts of Information and Communication Technology (ICT) and	

							the use of its components in a healthy and safe manner	
		NQF Level 1	4	2023/06/30	Elective	116938	Use a Graphical User Interface (GUI)-based word processor to create and edit documents	
		NQF Level 1	2	2023/06/30	Elective	117943	Install a Personal Computer (PC) peripheral device, in a GUI environment	
		NQF Level 1	3	2023/06/30	Elective	13176	Describe and discuss basic issues relating to the nature of business, the stakeholders in a business and business profitability	
		NQF Level 1	5	2023/06/30	Elective	14656	Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS	
		NQF Level 2	2	2023/06/30	Elective	115091	Monitor compliance to safety, health and environmental	

							requirements in a workplace	
		NQF Level1	4	2023/06/30	Elective	116938	Use a Graphical User Interface (GUI)-based word processor to create and edit documents	
<b>Name of Learning programme/Skills programme</b>								
<b>Awarded Accreditation status</b>								
<b>NQF level</b>								
<b>Number of Credits</b>								
<b>Expiry Date</b>								
<b>Component</b>								
<b>US</b>								
<b>US Title</b>								
<b>Qualification to which the learning program and unit standards are linked / contextualized</b>								
National Certificate: Labour Relations Practice	Recommended for Accreditation	5	121	2021/06/30				Qualification ID: 93993 LP 48641 Qualification Title: National Certificate: Labour Relations Practice NQF Level: 5 Credits: 121 Registration start date:2018/07/01 Registration end date:2021/06/30 Last date of enrolment: 2022/06/30 Last date of achievement: 2025/06/30
		NQF Level 4	2	2004/12/02	Core	10377	Demonstrate knowledge and insight into the Compensation for Occupational Injury and Disease Act 130 of 1993 (COIDA)	
		NQF Level 5	10	2023/06/30	Core	114272	Analyse complaints and reports relating to referred disputes and	

							select appropriate resolution process	
		NQF Level 5	8	2023/06/30	Core	114229	Conduct a pre-conciliation by telephone in terms of the CCMA rules	
		NQF Level 5	4	2023/06/30	Core	8648	Demonstrate an understanding of professional values and ethics	
		NQF Level 5	3	2023/06/30	Core	114228	Demonstrate and apply an understanding of bargaining council rules	
		NQF Level 5	8	2023/06/30	Core	114274	Demonstrate and apply an understanding of the Basic Conditions of Employment Act (Act 75 of 1997)	
		NQF Level 5	3	2023/06/30	Core	114224	Demonstrate and apply an understanding of the CCMA rules	
		NQF Level 5	12	2023/06/30	Core	114278	Demonstrate and apply an understanding of the Labour Relations Act (Act 66 of 1995)	

		NQF Level 5	6	2023/06/30	Core	114273	Demonstrate and apply an understanding of the Labour Relations Act with respect to Collective Agreements and Bargaining Councils	
		NQF Level 5	3	2023/06/30	Core	15226	Implement systems to meet the flow of information in a team, department or division	
		NQF Level 5	6	2023/06/30	Core	114307	Interpret and apply collective agreements	
		NQF Level 5	8	2023/06/30	Core	114226	Interpret and manage conflicts within the workplace	
		NQF Level 5	10	2023/06/30	Core	114230	Operate the case management process	
		NQF Level 5	6	2023/06/30	Core	114225	Screen and allocate referrals	
		NQF Level 4	5	2023/06/30	Fundamental	12153	Use the writing process to compose texts required in the business environment	
		NQF Level 5	5	2023/06/30	Fundamental	8662	Analyse and communicate workplace data	



		NQF Level 5	10	2023/06/30	Fundamental	8647	Apply workplace communication skills	
		NQF Level 4	4	2023/06/30	Elective	8555	Contribute to information distribution regarding HIV/AIDS in the workplace	
		NQF Level 5	8	2023/06/30	Elective	10053	Manage customer requirements and needs and implement action plans	
		NQF Level 5	4	2023/06/30	Elective	8664	Examine social features as pertaining to the workplace	
		NQF Level 5	6	2023/06/30	Elective	10054	Identify and manage areas of customer service impact	

Name of Learning programme/Skills programme	Awarded Accreditation status	NQF level	Number of Credits	Expiry Date	Component	US	US Title	Qualification to which the learning program and unit standards are linked / contextualized
National Diploma: Labour Relations Practice: Dispute Resolution	Recommended for Accreditation	5	241	2023/06/30				Qualification ID: 93994 LP 49784 Qualification Title: National Diploma: Labour Relations Practice: Dispute Resolution NQF Level: 5 Credits: 241
		NQF Level 4	3	2023/06/30	Core	117120	Analyse the Pension Funds Act as it applies to the administration of retirement funds	

		NQF Level 4	10	2023/06/30	Core	119950	Describe the functions of mediating bodies in labour relations	Registration start date:2018/07/01 Registration end date:2023/06/30 Last date of enrolment: 2024/06/30 Last date of achievement: 2028/06/30
		NQF Level 5	6	2023/06/30	Core	119936	Apply case law and judicial precedents to labour related issues	
		NQF Level 5	4	2023/06/30	Core	119935	Apply the Arbitration Act in dispute resolution	
		NQF Level 5	5	2023/06/30	Core	119942	Apply the provisions of the Extension of Security of Tenure Act, 62 of 1997 (ESTA)	
		NQF Level 5	12	2023/06/30	Core	119946	Conduct a labour conciliation process	
		NQF Level 5	8	2023/06/30	Core	114229	Conduct a pre-conciliation by telephone in terms of the CCMA rules	
		NQF Level 5	6	2023/06/30	Core	119930	Conduct referrals in labour conciliation	
		NQF Level 5	5	2023/06/30	Core	119934	Consider a condonation application	
		NQF Level 5	8	2023/06/30	Core	114274	Demonstrate and apply an understanding of the Basic Conditions of	

						Employment Act (Act 75 of 1997)	
	NQF Level 5	3	2023/06/30	Core	114224	Demonstrate and apply an understanding of the CCMA rules	
	NQF Level 5	6	2023/06/30	Core	114273	Demonstrate and apply an understanding of the Labour Relations Act with respect to Collective Agreements and Bargaining Councils	
	NQF Level 5	6	2023/06/30	Core	119952	Establish basic principles of evidence in mediation	
	NQF Level 5	6	2023/06/30	Core	115326	Identify and apply the principles of law of evidence	
	NQF Level 5	6	2023/06/30	Core	119943	Interpret and apply employment equity legislation to industry charters	
	NQF Level 5	4	2023/06/30	Core	119924	Interpret and apply provisions of the Labour Relations Act relating to organisational rights	

		NQF Level 5	8	2023/06/30	Core	119955	Interpret and apply the codes of good practice and guidelines in the Labour Relations Act and Sectoral Determination	
		NQF Level 5	6	2023/06/30	Core	119940	Interpret unfair labour practice legislation in dispute resolution	
		NQF Level 5	12	2023/06/30	Core	119941	Manage and conduct an arbitration process	
		NQF Level 5	8	2023/06/30	Core	119933	Write arbitration awards	
		NQF Level 6	10	2023/06/30	Core	119944	Analyse and interpret unfair dismissal in dispute resolution	
		NQF Level 6	5	2023/06/30	Core	10985	Conduct a disciplinary hearing	
		NQF Level 6	6	2023/06/30	Core	119925	Consider Advisory awards in labour disputes	
		NQF Level 6	6	2023/06/30	Core	119945	Consider rescission and variation applications	
		NQF Level 6	6	2023/06/30	Core	119931	Describe and apply an understanding of the Interpretation Act,33 of	

						1957 (Interpretation of Statutes Act)	
	NQF Level 6	6	2023/06/30	Core	119929	Manage and conduct an in limine hearing	
	NQF Level 5	5	2023/06/30	Fundamental	115792	Access, process, adapt and use data from a wide range of texts	
	NQF Level 5	10	2023/06/30	Fundamental	119953	Apply principles of dispute management in labour relations	
	NQF Level 5	6	2023/06/30	Fundamental	119939	Conduct negotiations in labour mediation	
	NQF Level 5	5	2023/06/30	Fundamental	119938	Demonstrate an understanding of the South African Legal framework	
	NQF Level 5	8	2023/06/30	Fundamental	12433	Use communication techniques effectively	
	NQF Level 6	6	2023/06/30	Fundamental	10591	Conduct interpersonal management	
	NQF Level 5	3	2023/06/30	Elective	119926	Apply the Occupational Health and Safety Act and the Mine Health and Safety Act in mediation	

		NQF Level 5	3	2023/06/30	Elective	119928	Apply the Promotion of Access to Information Act in mediation	
		NQF Level 5	3	2023/06/30	Elective	119948	Apply the Protected Disclosures Act in mediation	
		NQF Level 5	6	2023/06/30	Elective	119949	Apply unemployment insurance legislation in mediation	
		NQF Level 5	5	2023/06/30	Elective	119947	Conciliate a dispute in relation to training legislation	
		NQF Level 5	4	2023/06/30	Elective	119932	Consider and issue arbitration awards in labour disputes	
		NQF Level 5	3	2023/06/30	Elective	114228	Demonstrate and apply an understanding of bargaining council rules	
		NQF Level 5	3	2023/06/30	Elective	119937	Describe the Promotion of Administration of Justice Act and the principles of Administration law	
		NQF Level 5	3	2023/06/30	Elective	11907	Draft an employment contract	

		NQF Level 5	10	2023/06/30	Elective	114230	Operate the case management process	

**Staff Details:**

<b>List of Facilitators</b>	<b>Learning Programmes Delivered by Facilitator</b>	<b>Qualifications and Experience</b>
Nomvula Nkabinde 8302120681087	General Education and Training Certificate: Business Practice SAQA I.D. 61755	The following documents were verified and found compliant: <ul style="list-style-type: none"> <li>• Proof of Constituent Registration Report as Assessor with SSETA</li> <li>• Service Level Agreement signed by both parties</li> <li>• C.V.</li> <li>• Certified I.D. Copy</li> <li>• Certified copies of qualifications</li> </ul>
Graeme Lategan 6702145104084	National Certificate: Labour Relations Practice SAQA I.D. 93993 LP 48641  Further Education and Training Certificate: Generic Management SAQA I.D. 57712 LP 74630	The following documents were verified and found compliant: <ul style="list-style-type: none"> <li>• Proof of Constituent Registration Report as Assessor with SSETA</li> <li>• Service Level Agreement signed by both parties</li> <li>• C.V.</li> <li>• Certified I.D. Copy</li> <li>• Certified copies of qualifications</li> </ul>
Zakhele Ndlovu CN045180	National Diploma: Labour Relations Practice: Dispute Resolution SAQA I.D. 93994 LP 49784	The following documents were verified and found compliant: <ul style="list-style-type: none"> <li>• Proof of Constituent Registration Report as Assessor with SSETA</li> <li>• Service Level Agreement signed by both parties</li> <li>• C.V.</li> <li>• Certified I.D. Copy</li> <li>• Certified copies of qualifications</li> </ul>
<b>List Constituent Assessors</b>	<b>Unit Standards/ Qualifications the Assessor is assessing</b>	<b>Qualifications and Experience</b>
Nomvula Nkabinde 8302120681087	General Education and Training Certificate: Business Practice SAQA I.D. 61755	The following documents were verified and found compliant: <ul style="list-style-type: none"> <li>• Proof of Constituent Registration Report as Assessor with SSETA</li> <li>• Service Level Agreement signed by both parties</li> <li>• C.V.</li> <li>• Certified I.D. Copy</li> <li>• Certified copies of qualifications</li> </ul>
Graeme Lategan 6702145104084	National Certificate: Labour Relations Practice SAQA I.D. 93993 LP 48641  Further Education and Training Certificate: Generic Management SAQA I.D. 57712 LP 74630	The following documents were verified and found compliant: <ul style="list-style-type: none"> <li>• Proof of Constituent Registration Report as Assessor with SSETA</li> <li>• Service Level Agreement signed by both parties</li> <li>• C.V.</li> </ul>



		<ul style="list-style-type: none"> <li>• Certified I.D. Copy</li> <li>• Certified copies of qualifications</li> </ul>
Zakhele Ndlovu CN045180	National Diploma: Labour Relations Practice: Dispute Resolution SAQA I.D. 93994 LP 49784	<p>The following documents were verified and found compliant:</p> <ul style="list-style-type: none"> <li>• Proof of Constituent Registration Report as Assessor with SSETA</li> <li>• Service Level Agreement signed by both parties</li> <li>• C.V.</li> <li>• Certified I.D. Copy</li> <li>• Certified copies of qualifications</li> </ul>
<b>List Constituent Moderators</b>	<b>Unit Standards/ Qualifications the Moderator is moderating</b>	<b>Qualifications and Experience</b>
Graeme Lategan 6702145104084	<p>General Education and Training Certificate: Business Practice SAQA I.D. 61755</p> <p>National Diploma: Labour Relations Practice: Dispute Resolution SAQA I.D. 93994 LP 49784</p>	<p>The following documents were verified and found compliant:</p> <ul style="list-style-type: none"> <li>• Proof of Constituent Registration Report as Moderator with SSETA</li> <li>• Service Level Agreement signed by both parties</li> <li>• C.V.</li> <li>• Certified I.D. Copy</li> <li>• Certified copies of qualifications</li> </ul>
Zakhele Ndlovu CN045180	National Certificate: Labour Relations Practice SAQA I.D. 93993 LP 48641	<p>The following documents were verified and found compliant:</p> <ul style="list-style-type: none"> <li>• Proof of Constituent Registration Report as Moderator with SSETA</li> <li>• Service Level Agreement signed by both parties</li> <li>• C.V.</li> <li>• Certified I.D. Copy</li> <li>• Certified copies of qualifications</li> </ul>
Trevor Dladla 7807195811089	Further Education and Training Certificate: Generic Management SAQA I.D. 57712 LP 74630	<p>The following documents were verified and found compliant:</p> <ul style="list-style-type: none"> <li>• Proof of Constituent Registration Report as Moderator with SSETA</li> <li>• Service Level Agreement signed by both parties</li> <li>• C.V.</li> <li>• Certified I.D. Copy</li> <li>• Certified copies of qualifications</li> </ul>

**8 Core criteria**

<b>Criteria</b>	<b>Comments</b>
1. Policy statement: The organization's aims, objectives and purposes are spelt out	Primary SETA: <b>MICTSETA</b> Accreditation Number: <b>ACC/2014/07/112</b> Accreditation Expiry Date: <b>27 April 2021</b>  Memorandum of Understanding
2. QMS: Outline procedures that implement quality management	Memorandum of Understanding
3. Review mechanisms: Outline the ways in which the implementation of policies would be monitored	Memorandum of Understanding
4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated	<p><u>Qualification</u></p> Qualification ID: 57712 LP 74630 Qualification Title: Further Education and Training Certificate: Generic Management NQF Level: 4 Credits: 150 Registration start date: 2018/07/01 Registration end date: 2023/06/30 Last date of enrolment: 2024/06/30 Last date of achievement: 2027/06/30
	Qualification Rule--The provider did not submit the learning material for evaluation.
	<p><b><u>Remedial Comments to be done</u></b></p>
	The provider must submit the learning material for evaluation with the following documents:
	Curriculum document Alignment Matrix Exit Level Outcomes Learner Guide Facilitator Guide Notional hour matrix Formative Assessment Summative Assessment Assessment guide Final Integrated Summative Assessment Learner POE guide Moderator Guide Internal Moderation Report

	Second Language learning material
4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated	<p><u>Qualification</u>  Qualification ID: 61755  Qualification Title: General Education and Training Certificate: Business Practice  NQF Level: Level 1  Credits: 121  Registration start date: 2018/07/01  Registration end date: 2023/06/30  Last date of enrolment: 2024/06/30  Last date of achievement: 2027/06/30</p> <p>Qualification Rule--All the Core, Fundamental and Elective Unit Standards total of twenty-nine (29) credits have been developed. Therefore, the provider has met the qualification rules</p> <p>The Learning Material-- Learning material was developed by Services SETA.</p> <p>Curriculum Document - In place  Alignment Matrix - In place  Rules of the Qualification – In place  Exit Level Outcomes - In place  Learner Guides - In place  Facilitator Guides - In place  Notional Hour Compliance Matrix - In place  Formative Assessments - In place  Summative Assessments - In place  Assessment Guide with model answers - In place  Final Integrated Summative Assessment – In place  Learner POE guide - In place  Learner Workplace guide  Workplace Logbook – In place.  Moderator Guide - In place  Internal Moderation Report - In place</p>

4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated

#### Qualification

Qualification ID: 93993 LP 48641

Qualification Title: National Certificate: Labour Relations Practice

NQF Level: 5

Credits: 121

Registration start date:2018/07/01

Registration end date:2021/06/30

Last date of enrolment: 2022/06/30

Last date of achievement: 2025/06/30

**Qualification Rule**--The provider has developed all the Core and Fundamental Unit Standards. The total number of credits for the Electives developed is equal to Twenty-Two (22). Therefore, the provider has met the qualification rules.

The Learning Material—The provider requested to utilize Services SETA learning material.

Curriculum document --Is in place and satisfactory.

Alignment Matrix—In place

Exit Level Outcomes—In place.

Learner Guide –Is available

Facilitator Guide--In place

Notional hour matrix- In place

Formative Assessment—In place

Summative Assessment—In place

Assessment guide—In place

Final Integrated Summative Assessment – In place

Learner POE guide—In place

Moderator Guide—In place

Internal Moderation Report—In place

<p>4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated</p>	<p><u>Qualification</u></p> <p>Qualification ID: 93994 LP 49784  Qualification Title: National Diploma: Labour Relations Practice: Dispute Resolution  NQF Level: 5  Credits: 241  Registration start date:2018/07/01  Registration end date:2023/06/30  Last date of enrolment: 2024/06/30  Last date of achievement: 2028/06/30</p> <p><b>Qualification Rule</b>--The provider has developed all the Core and Fundamental Unit Standards. The total number of credits for the Electives developed is equal to Forty-Three (43). Therefore, the provider has met the qualification rules.</p> <p>The Learning Material—The provider requested to utilize Services SETA learning material.</p> <p>Curriculum document --Is in place and satisfactory.  Alignment Matrix—In place  Exit Level Outcomes—In place.  Learner Guide –Is available  Facilitator Guide--In place  Notional hour matrix- In place  Formative Assessment—In place  Summative Assessment—In place  Assessment guide—In place  Final Integrated Summative Assessment – In place  Learner POE guide—In place  Moderator Guide—In place  Internal Moderation Report—In place</p>
<p>5. Staff policies: Outline policies and procedures for staff selection, appraisal and development</p>	<p>Memorandum of Understanding</p>
<p>6. Learner policies: Policies and procedures for the selection of learners are outlined, and learners are given guidance and support</p>	<p>Memorandum of Understanding</p>
<p>7. Assessment policies: Outline policies and procedures for forms of assessments that are used and how they are managed</p>	<p>Memorandum of Understanding</p>

8. Management system and policies: Indicate the financial, administrative and physical structures and resources of the organization, as well as procedures of accountability within the organization	Tax Clearance Certificate is valid until 2020/06/12.  Memorandum of Understanding
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<b>General Comments:</b>	The provider has satisfied the accreditation requirements. The provider must address the remedial comments as listed below.
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**REMEDICATION TO BE DONE:****Short-term requirements:**

<b>Description of Remediation</b>	<b>Comment (Evaluator)</b>
4. Programme delivery: Outline how learning programmes would be developed, delivered and evaluated	<p><u>Qualification ID: 57712 LP 74630</u></p> <p>Qualification Rule--The provider did not submit the learning material for evaluation.</p> <p><b><u>Remedial Comments to be done</u></b></p> <p>The provider must submit the learning material for evaluation with the following documents:</p> <p>Curriculum document Alignment Matrix Exit Level Outcomes Learner Guide Facilitator Guide Notional hour matrix Formative Assessment Summative Assessment Assessment guide Final Integrated Summative Assessment Learner POE guide Moderator Guide Internal Moderation Report</p> <p>Second Language learning material</p>

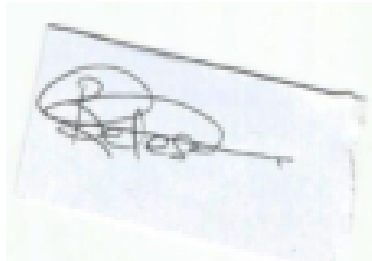
#### 4. Conclusion

- I) **Leading Edge Business Solutions (Pty) Ltd** has been **Recommended for Accreditation** status as a skills development provider in line with the SAQA qualification's last date of Enrolment.
- II) All gaps identified above must be addressed within **ONE** month.
- III) All conditions met in the report above will need to be maintained and improved in order to meet the requirements for accreditation.
- IV) You would be required to comply with the reporting procedures of **SSETA- Services Sector Education Training Authority**.
- V) A Monitoring Site Visit will be conducted at least once during your period of accreditation, and you will be contacted prior to the visit.

Finally, **SSETA- Services Sector Education Training Authority** congratulates **Leading Edge Business Solutions (Pty) Ltd** on their achievement.

**Name of Evaluator: Buyiselwa Gelese**  
**Date: 16 April 2020**

**Name of Manager: Andile Sipengane**  
**Date: 21 April 2020**



**Signatures:**



**Signatures:**



Date: 22 April 2020

Leading Edge Business Solutions (Pty) Ltd  
 Building 8, Ground Floor, Western Woods Office Park, 145 Western Services Road,  
 Maple Place North, Woodmead  
 Tel: 011 656 422 33/ 083 412 8428  
 E-mail: [kerrin@ledge.co.za](mailto:kerrin@ledge.co.za)

Dear Kerrin Badham

Services SETA Accreditation No: 13977

**RE - Accreditation of Provider – Leading Edge Business Solutions (Pty) Ltd–  
 1999/028024/07**

As per the delegation from the Quality Council for Trades and Occupations in terms of the NQF Act (Act No.67 of 2008) and Skill Development Act, 1998 (Act No. 97 of 1998, as amended), this letter serves to confirm that **Leading Edge Business Solutions (Pty) Ltd** has been **Recommended for Accreditation** as a skills development provider in line with the SAQA qualification's last date for Enrolment for the following:

Name of Learning / Skills Programme	NQF Level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to Learning programme		Qualification to which the learning program and unit standards are linked / contextualized
				Qual. / US ID	Title	
General Education and Training Certificate: Business Practice	1	121	2023/06/30			Qualification ID: 61755 Qualification Title: General Education and Training Certificate: Business Practice NQF Level: 1 Credits: 121 Registration start date: 2018/07/01 Registration end date: 2023/06/30 Last date of enrolment: 2024/06/30 Last date of achievement: 2027/06/30
National Certificate: Labour	5	121	2021/06/30			Qualification ID: 93993 LP 48641 Qualification Title: National Certificate: Labour Relations Practice NQF Level: 5 Credits: 121



Relations Practice						Registration start date:2018/07/01 Registration end date:2021/06/30 Last date of enrolment: 2022/06/30 Last date of achievement: 2025/06/30
National Diploma: Labour Relations Practice: Dispute Resolution	5	241	2023/06/30			Qualification ID: 93994 LP 49784 Qualification Title: National Diploma: Labour Relations Practice: Dispute Resolution NQF Level: 5 Credits: 241 Registration start date:2018/07/01 Registration end date:2023/06/30 Last date of enrolment: 2024/06/30 Last date of achievement: 2028/06/30

A comprehensive report in terms of the evaluation of your application for accreditation will be sent to you. Where there are any recommendations and requirements stipulated please ensure that you provide the **SSETA- Services Sector Education Training Authority** with the required information as per the stipulations.

Your accreditation number must be utilised by **Leading Edge Business Solutions (Pty) Ltd** only and may not be used by any other Skills Development Provider.

As an accredited Skills Development Provider you are required to:

1. Complete and submit the attached code of conduct to SSETA within 7 working days of receipt of this letter.
2. Submit learner enrolments to SSETA within 21 days of the commencement of the approved training intervention.
3. Conduct training, assessment and moderation.
4. Upload learner achievements in order for external moderation to be conducted by the SSETA.

**Leading Edge Business Solutions (Pty) Ltd's** programme approval status is subject to the continued accreditation of the SDP by their Primary ETQA. Learners may not be enrolled if the Accreditation by their Primary ETQA has expired, however the Provider will be allowed to exit learners that are already in the system.

Skills Development Provider monitoring site visits will continue to be scheduled in accordance with quality assurance standards and practice.

Finally the Services SETA wishes to congratulate **Leading Edge Business Solutions (Pty) Ltd** on this achievement and is looking forward to a long association.

Should you require any further information do not hesitate to contact the Services SETA.

Yours sincerely,



**Executive Manager Core Business: Andile Sipengane**

**Tel: +27 11 694 8688**

AndileS@serviceseta.org.za

